

The Town of Hamburg is now requesting for proposals from individual consultants and/or consultant vendors to provide the Town with expert human resource and labor relations advice on the issues of handling employee grievances and disputes, reviewing and revising existing Town policies and procedures, training managers and supervisors in the areas of sexual and general harassment and counseling, co-ordinating and conducting department head meetings and advising the Town Board on various personnel issues. Preference will be given to those individual consultants and/or consultant vendors that have experience in public sector government, labor contract interpretation, contract negotiations and related New York State and federal laws.

This position is a part time human resource and labor relations consultant position for the Town of Hamburg. All proposals must contain the hourly cost for services, how the charges are set, when applicable charges begin, the proposal period and the primary contact and phone number for the RFP. Please indicate in the proposal the years of experience in providing human resource and labor relations services in New York State, as well as at least four (4) business references with contact names and phone numbers. Please submit a resume for the individual who will be providing the services.

Inquiries regarding this RFP should be directed to

Mr. Daniel Jarnot  
6100 South Park Avenue  
Hamburg, NY 14075

716-649-6111 Ext. 2450

All bid proposals must be submitted by December 10, 2004. Proposals received after 5:00 PM on December 10, 2004 will not be accepted by the Town of Hamburg. Vendors/consultants should submit six sealed copies of their proposal with all supporting material on the above date to:

Thomas Quatroche, Jr., Councilman  
C/O Cathy Rybczynski  
Office of the Clerk  
Town of Hamburg  
6100 South Park Avenue  
Hamburg, New York 14075

Extensions will not be granted. All costs incurred in the preparation, possible presentation of the proposal contents and vendor/consultant demonstrations shall be wholly absorbed by the vendor/consultant.

The Town of Hamburg reserves the right to accept or reject any or all proposals, to accept additional proposals after the proposal submission date, to take exception to these specifications or to waive any formalities. Vendors may be eliminated from further consideration for failure to fully comply with these specifications.

The Town of Hamburg reserves the right to make a vendor/consultant selection based solely on the proposals or to negotiate further with one or more vendors/consultants. The vendor/consultant selected will be chosen on the basis of greatest benefit to the Town of Hamburg as determined by the Town Board and not necessarily on the basis of the lowest price.